Legislative Branch

Mission

The mission of the Legislature is to exercise the legislative power of state government vested in the Legislature by the Constitution of the State of Montana. The Legislative Branch is one of three branches of state government created by the Montana Constitution. The people of Montana express their will directly through the Legislature which enacts laws, levies taxes, and appropriates revenue received from those taxes to various agencies of government for public purposes. The Montana Legislature consists of two bodies: the 100-member House of Representatives and the 50-member Senate.

The structure and function of the Legislative Branch are prescribed by constitutional law, statutes, and legislative rules. The staff entities established to support the Montana Legislature and its committees are: the Legislative Audit Division, the Legislative Services Division, the Legislative Fiscal Division, and the Montana Consumer Counsel. The legislative responsibilities include areas such as lawmaking, appropriation, taxation, oversight of the executive, and representation of local interests. The primary function of the Legislature, however, is lawmaking, which consists of the consideration of bills. Other functions of the Legislative Branch that support the Legislature's primary function include research, fiscal analysis, oversight, policy development, administration, and information distribution.

Note: The Montana Consumer Counsel's Plans and Accomplishments are described earlier in this section.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
This project supports the business goals of enacting laws, levying taxes, and appropriating revenues. Additionally, it will enhance the legislature's capability to provide the public with more timely and accurate information about enacted laws.	Legislative Automated Workflow System (LAWS). The branch has several disparate computer systems supporting branch processes, and these systems are becoming obsolete and prone to failure. LAWS will automate, integrate, and streamline session functions associated with bill and amendment drafting; bill and amendment tracking and status; bill introduction; committee support; journals; agenda preparation; enrolling and engrossing; sections affected; and indexing; as well as functions associated with the post-session publication processes of generating the Montana Code Annotated and Annotations and other post-session publications. The branch intends to purchase LAWS from a vendor through a Request for Proposal (RFP) process.
This project supports the administrative functions of the branch which in turn support the business goals of enacting laws, levying taxes, and appropriating revenues.	Convert and Consolidate Branch Administrative Systems. With the consolidation of the branch organizational structure during FY96-97, a consolidation of the branch administrative functions (accounting, payroll, inventory, purchasing, billing, training, publication distribution, etc.) occurred. In the past, branch agencies individually owned and operated their computer systems to accommodate these administrative functions. A rewrite of these systems is necessary to consolidate them into one system and also to bring them up to current state standards using Oracle database technology.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

FY00-01 Initiatives

- ▲ The Branch intends to continue to investigate document management and workflow systems to determine if these technologies can provide more efficiencies in the current branch processes.

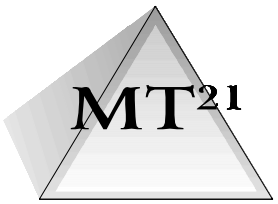
Accomplishments

- An extensive analysis of all of the business processes and information systems in the branch was conducted. This analysis provided the branch with the following: documentation of the processes and systems in the branch; identification of overlap in processes; identification of potential uses of new technologies, such as client/server, document management, and workflow; cost of applying new technology to the processes; and a basis for setting priorities and justifying the application of this new technology.

  This analysis was used by the branch to determine development project priorities for the FY96-97 biennium and also was used to develop a computer system plan for the FY98-99 biennium. This project is also helping to ensure that all future development by the branch is integrated and that overlap in process is eliminated where possible.

- The branch, in conjunction with the Office of Budget and Program Planning, has developed a joint budgeting system using Oracle client/server technology. The system is called Montana Integrated Budget System (MIBS). MIBS replaces several legacy systems: Executive Budget System (EBS), the Legislative Budget System (LBS), The Legislative Appropriation Reporting System (LAS), and the Revenue Estimate Reporting System (RES). These antiquated systems were used by all branches of government, including the legislature. These legacy systems were not integrated and were limited in their capacity for accessing and manipulating data. The MIBS system has been defined functionally as having several distinct components, namely the budget development component, the legislative process component, and the executive turnaround/comptroller component. It will be used extensively during the entire biennial budget cycle.

- The process of analyzing SBAS data for audit purposes was enhanced by developing an Oracle client/server system. The system enables auditors to easily access SBAS transactional data and conduct a more complete analysis at the desk top. Auditors are now able to analyze SBAS data faster and in more detail.



Department of Livestock

Livestock

Mission

The Department of Livestock exercises general supervision over the livestock industry and protects livestock from theft and disease. Its functions are enforcement of livestock laws, including the registration of marks and brands; regulation of livestock markets; regulation of game farms; rabies control; predatory animal control; meat inspection; and regulation and control of dairy, egg, and milk inspection.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
This project supports the agency goal to provide system development and support within the agency and to comply with state software standards.	Oracle. All new database systems will be developed using the enterprise standard database software Oracle. Existing systems will be converted as they need major maintenance.

This project supports the agency goal to provide services, without interruption, through the turn of the century.	Year 2000. Implement the Year 2000 Compliance plan to ensure that systems will continue to operate as required through the turn of the century.
This project supports the agency goal to accurately record information, efficiently handle public inquiries, provide convenient methods, and rapidly process documents during the next rerecord of marks and brands in 2001.	Rerecord Preparation. Prepare for the next rerecord of marks and brands which will occur in 2001. New technologies, such as bar-coding, electronic commerce, and Internet web sites, will be studied to determine if they would be appropriate, provide cost savings, and increase efficiencies for the rerecord process. Some preliminary implementation will occur in FY99.
This project supports the agency goal to have information centralized for administrative purposes and accessible to employees, regardless of their location.	Remote Users. Install necessary hardware and software to allow employees secure access to local-area networks from remote sites. Prepare a plan to include mobile user access during the next biennium.

Business Goals	FY98-99 IT Projects
This project supports the agency goal to use state standard software.	Desktop Upgrade. Upgrade desktop operating systems and software to FY99 state standards.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

FY00-01 Initiatives

- Rerecord. Implement plans developed in FY98-99 for the rerecord process. This project supports the department's mandate to rerecord all marks and brands in calendar year 2001.

- Mobile Users. Implement plans developed in FY98-99. Purchase mobile computers for appropriate employees and provide secure access to the local-area networks. This project supports the department's goal to centralize information and have it accessible to employees when they need it, regardless of their location.

- Web Server. Determine applications that should be available to the public and provide access through a web server. This project supports the department's goal to have information available to employees and the public.

Accomplishments

- Brand Image Project. The Livestock Brands System provides for the automated capture,

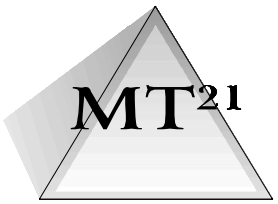
maintenance, and retrieval of information on all brand owners and recorded marks and brands in Montana. Part I of a two-part enhancement project was undertaken in FY90 to create and store an image of each of the more than 27,000 unique brands and to print these brand images on various documents using the Department of Administration's laser printer. Part II of the project, to display the brand images when ownership information is retrieved on-line, was completed in FY96.

Brand inspections are required for cattle, horses, and sheep, before livestock leave Montana, cross county lines, change ownership, or are slaughtered. The latest system enhancements allow personnel to visually compare a brand on an animal to a picture of the brand, on a document or on the computer screen, to confirm ownership. This project has improved the efficiency and accuracy of ownership verification.

The Brands System is available for on-line access at 15 markets statewide and for employees located in Helena. The system tracks brands as they are issued, transferred, and rerecorded. The system also maintains mortgage information on recordings.

- Shipper/Owner/Buyer System. Livestock determined the requirements, designed, wrote, and installed the Shipper/Owner/Buyer System in each livestock market across the state. Each market maintains their own Shipper/Owner and held-proceeds information from market tallies, and buyer information from market clearance forms for cattle, horses, and sheep. Information entered at each livestock market is sent, via electronic mail, to the Helena Office where it is merged with all of the other markets' information and becomes available for on-line retrieval. This system replaced the hand-written Shipper/Owner, Buyer, and Held Proceeds books maintained by the markets. It provides consolidated access to track animals and the ownership of animals bought and sold at livestock markets on a statewide basis.

- Hardware/Software Upgrades. In FY96, the Department of Livestock completed an upgrade of all computers on local-area networks and in market offices across the state. Employees are now using state standard software and participating in enterprise applications such as electronic mail and Internet access. The department has realized efficiencies in supporting the same software applications across the divisions.



Department of Military Affairs

Mission

The Department of Military Affairs provides a trained and equipped military organization, via the National Guard, in the event of a state emergency; plans for, responds to, and recovers from any disaster (manmade or natural); and provides assistance to all veterans, their dependents, and beneficiaries who may be entitled to veterans' benefits.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
	Tie the state LAN to the federal LAN. EIS/GIS (Emergency/Geographic Information System) capability for the state emergency operation center. Includes software and databases to support disaster risk

management, response, and recovery.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

Accomplishments

- Expanded the initial LAN, consisting of five users, to incorporate two divisions: Veteran Affairs and Disaster & Emergency Services. Users now total more than 20 FTEs.

Military Affairs

Department of Natural Resources and Conservation

Mission

The Department of Natural Resources and Conservation (DNRC) helps ensure that Montana's land and water resources provide benefits for present and future generations.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
Our goal is to provide better public service and to cut costs. With a single computer system, the IT Bureau can focus its talents on one system instead of two. The IT staff can then provide better, more efficient computing tools to our users. By making DNRC users more efficient, they can do their jobs better and provide public services more efficiently. Costs are also reduced by eliminating redundant service and maintenance contracts on dual systems.	Migrate from dual, multi-user, computer systems in the Helena DNRC offices to a single, multi-user system. In 1996, executive reorganization brought together the old DNRC and the Department of State Lands. State Lands used a Novell NetWare system and DNRC used a DEC VAX system. Our goal is to migrate away from the VAX system to the Novell system. This project involves rewriting in-house software on the VAX to run on a Novell platform.
Our goal is to provide public access to vast amounts of agency data in the State Trust Lands and Water Rights systems. DNRC and state government will also benefit from this	Reengineer IDMS mainframe applications to Oracle. DNRC has two, large, mainframe applications in the Trust Lands Management system and the Water Rights system. We

project. If the public can access Trust Lands and Water Rights data on-line, DNRC personnel will have fewer phone inquiries; this frees staff to perform other functions to further enhance our service to the public.	plan to migrate these systems to an Oracle database to take advantage of SQL ad hoc querying capabilities and to be able to offer inquiry access to the public through SummitNet and the Internet.

Business Goals	FY98-99 IT Projects
Our goal with the Hazard Reduction System is to better serve the public by streamlining our business function. The project directly affects how well our field offices can react to public needs in the area of timber-harvest management. By enhancing our ability to serve timber harvesters, the state benefits through better forest practices and a cleaner, safer environment.	Distributed data processing using SummitNet. As SummitNet deploys, we plan to offer distributed data processing to our field offices with our Hazard Reduction Agreement system. This system is currently administered by the Service Forestry Bureau in Missoula. Data is gathered in field offices and sent on diskette to Missoula. With SummitNet, we hope to provide on-line update and inquiry to the field offices.

FY98-99 IT Project Profiles

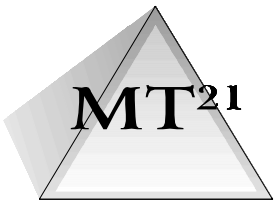
See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

Natural Resources and Conservation

Accomplishments

- In 1996, DNRC merged with the Department of State Lands under executive reorganization. The Information and Technology Bureau of the new DNRC faced the daunting task of bringing together two drastically different computer systems in the Helena offices. State Lands used a Novell NetWare multi-user system and the old DNRC used a Digital Equipment VAX system. With ISD assistance, the IT staff succeeded in installing both of these systems running on the same wire and offering all prior services to our users. We are currently in the process of migrating to a single platform system.

- Since reorganization, DNRC has co-located four of its field offices. State Lands and old DNRC field offices in Bozeman, Glasgow, Havre, and Lewistown have been co-located into single offices. The IT Bureau's challenge was to merge office computer operations efficiently. This was accomplished satisfactorily through hardware sharing, office personnel cooperation, and IT Bureau and ISD coordination. The net result has been cost savings in the offices and improved service to the public.



Office of Public Instruction

Mission

The Office of Public Instruction, OPI, (headed by the elected Superintendent of Public Instruction) provides general supervision of the public elementary and secondary schools. The superintendent also disburses state and federal education funds; accredits public schools; certifies teachers; supervises pupil transportation, school foods, and adult education programs; administers federal and special education programs; and administers K-12 technology programs. The superintendent provides technical assistance to teachers and school personnel in such areas as technology instruction and integration, basic skills, vocational skills, school finance, in-service education, planning, development, and evaluation.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
We will be providing a quicker turnaround time and better results on program changes	Assume the responsibility of maintaining and enhancing the MAEFAIRS system.

to end-users as well as saving significant state and local district dollars. Additionally this project will aid in the reduction of paper and information exchanged between districts and OPI.	
Currently the system has been written to accommodate four different accountants; as such, the application has been difficult to maintain with so many code variations. The intent of this project is to make the code more generic and data driven so that changes to formulas are made by accounting, rather than programming, staff. This will provide a cost savings to the indirect cost pool. This system will also provide a method to reduce the amount of information required from a district as well as the amount of paperwork filed by the district and OPI.	Rewrite of federal accounting system.

Business Goals	FY98-99 IT Projects
The major goal of this project is to cut data input, resulting in cost savings. More accurate information reported to districts will be another positive aspect of this project.	Redesign of Codebook and implementation of programming standards and reusable code.
This IT project will provide Montana's K-12 schools with assistance in an area identified by Montana's School Superintendents as a much needed resource. The project would fall under OPI's requirements to assist Montana's K-12 schools.	Technology Assistance Program for Montana Schools. As part of the School Improvement program submitted to the 1997 legislature, OPI has requested funds to provide Montana's K-12 schools with technology planning assistance as well as assistance in the integration of technology into K-12 curriculum.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

Accomplishments

- The Montana Automated Education Financial and Information Reporting System (MAEFAIRS) has been implemented and is being used to report by all but fewer than 50 state school districts. This system provides Montana school districts the ability to electronically submit school-district enrollment counts, budgets, and expenditure reports to OPI. We expect to have 300 districts on-line at the end of 1997. At the end of 1996, nearly 450 districts were filing electronically.

- OPI has developed a system for coordinating enrollment and services data for migrant

youth enrolled in Montana programs. The program interfaces with a system used by the Texas Education Agency to transmit migrant-youth data via the Internet. The Internet furnishes Migrant Program administrators with a universal tracking system that can provide education and service data on migrating populations in any location nationwide. As seasonal farm laborers work their way along the migrant stream, service agencies can access records and related educational data to determine the best levels of service.

- The Montana Educational Telecommunications Network (METNET) has experienced growth in users and access points. Six toll-free lines have been added supporting Migrant programs, The Governor's Blue Ribbon Telecommunications Task Force, and a Montana State University project to provide K12 School Superintendent training. In addition, METNET has expanded to 14 remote gateway nodes to provide METNET services to Montana Communities.

Department of Public Health

Public Health and Human Services

and Human Services

Mission

The mission of the Montana Department of Public Health and Human Services (DPHHS) is to improve, preserve, strengthen, and protect the health, well-being, and self-reliance of all Montanans.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects
Improved record retention and paperwork	Imaging. With the reorganization of Montana State government, DPHHS became the largest

management.	single department in the state. With this, the quantity of records, correspondence, and documents, as well as the complexity of the system required to manage them, increased proportionally. The decision was made to begin the design of an Electronic Records Management and Imaging System, to use state-of-the-art technology in redefining how we store records and manage paperwork. This effort is now just in the requirements analysis and technological research phase. The basic plan includes the development of a two-component system. The first component will be an archival system with which we can scan all records, presently stored or to be stored for extended periods, onto appropriate electronic media such as optical discs or microfilm. This will eliminate the need for storage space rental and additional office file cabinets and space. Electronic retrieval and distribution of records will also save time and improve efficiency.
Business Goals	FY98-99 IT Projects
	The second component will be an active on-line system in which all forms of records, documents, and correspondence can be scanned and placed on-line for electronic, instead of manual, distribution and processing. This will save time and reduce paperwork. An initial system design is expected to be completed by July 1, 1997. Implementation will occur depending upon the availability of funding to develop the system.
Streamline benefit issuance and redemption procedures, enhance security, and reduce paperwork.	Electronic Benefits Transfer (EBT) Implementation. The department plans to implement an EBT process that will utilize smart-card technology to deliver Food Stamp and WIC (Women, Infants, and Children) benefits. The goals are to streamline the benefit issuance and redemption procedures, improve security, and eliminate the costs of producing and handling paper documents.
Easier access to DPHHS services and information.	Virtual Department. The department plans to implement, through the use of Inter/Intranet-enabled applications, a virtual department web site that will improve access to services and reduce the time required to determine eligibility. Phase 1 will include a

pilot project allowing the following capabilities: 1) complete the welfare application in an online mode; 2) access child-support account information online; 3) file an application for a birth certificate online; and 4) access the home pages of DPHHS, the Department of Labor and Industry, and the University System.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

Public Health and Human Services

Accomplishments

- The DPHHS Supplemental Food Program for Women, Infants and Children replaced and updated its benefits delivery system in 1994. Software based upon the general design concepts of the Illinois WIC system, as modified for the Montana WIC Program, was installed. The system uses decentralized, distributed, microcomputer-based functionality and communicates to the central PC host via unattended dial-up overnight.

  Implementation occurred in phases. During the initial phase beginning in May 1994, 10 local WIC agencies were converted (three of which were pilot sites), along with the central office, using the donor software. The second phase included the introduction into the system of approximately two additional local agencies per month until all 10 local agencies were functionally included by August 1994. Finally, statewide roll-out occurred through the remainder of 1994, with the last agency on-board in January 1995. There are currently 102 WIC service delivery sites statewide, including 13 local-area networks, 26 standalone sites, and 62 sites using portable laptops. Future plans include the expansion of local-area networks, including the use of wireless networks, as funds allow.

  Participant characteristics and certification data are key entered into the system at the clinic level. The system captures essential food issuance data from key-entered participant IDs, food prescriptions, and food instrument serial numbers. Data captured at the clinic level is aggregated at the local agency level for program management and reporting to the state agency. All routine inter-site data communications use dial-up, asynchronous modem facilities on a store and forward basis. Automatic data calls will be made on a 24-hour cycle. All calls originate from the state WIC office. Telecommunication facilities employed allow remote dial-up and operation of clinic and administrative systems and networks, enabling state agency technical personnel to perform routine maintenance and troubleshooting without an onsite visit.

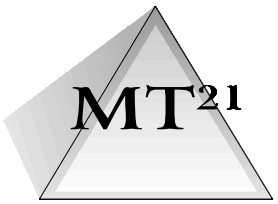
  The WIC program is authorized and funded under PL 95-627, Child Nutrition Act, as amended and administered by the Family & Community Health Bureau, Health Policy & Services Division, through ARM 16.26.101-402. Sub-grants are made to local programs which provide direct services to participants. DPHHS contracts with 35 local agencies in 56 counties and seven (7) Indian reservations. WIC helps low-income women (pregnant, breastfeeding, and those who recently had a baby) and infants and children (up to age five) who are at health risk. WIC benefits include: nutrition evaluation; education and guidance to improve eating behaviors; supplemental, highly nutritious foods such as iron-fortified cereal, milk, eggs, peanut butter, dried beans, juice, and for the mother who chooses not to breast-feed, iron-fortified infant formula; and access to health care programs plus referral to private and public health care providers. To qualify for WIC benefits, a person must be pregnant, or a breastfeeding woman; a woman who recently had a baby; an infant, newly born to 12 months of age; or a child, one to five years of age who has been determined, by a health professional, to be at medical or nutritional risk and who is below 185% of Federal Poverty Income Guidelines.

- CAPS Implementation. DPHHS began statewide implementation of the Child and Adult Protective Services System (CAPS) in March 1996. CAPS is an integrated social services system that includes child and adult protective services, services to the aged, and juvenile corrections. The system will provide a statewide, automated tool to capture and manage the critical daily decisions made by social workers and managers at the local, regional, and state office levels. The approximate cost of the system is $3.81 million.

- Implementation of Client Server Technology. DPHHS has successfully implemented a platform (IBM Server 720 with Windows/NT and IBM RS6000 with AIX) for the

department. Several projects are currently in progress that will use the client/server technology, including the Agency-Wide Accounting and Client System (AWACS) that is replacing an existing mainframe IDMS system. With the migration of the processing from the mainframe to our internal client/server environment, we will save more than $80,000 annually in operation charges. In addition, the staff maintenance hours saved by using newer technology (Oracle 7.0, Powerbuilder, and Oracle Case Tools) will allow the department to recognize time and budget savings. Many of the current client/server projects underway, or being planned, will also take advantage of the wide-area networking facilities now available through the SummitNet project.

- Medicaid Management Information System (MMIS). MMIS is the computerized system with which all Medicaid claims in Montana are processed, data are accumulated for management analysis and reporting requirements, and payments are made to Medicaid providers. The existing system was first developed in 1987 and has undergone numerous changes over the years to keep it current with changing Medicaid and program requirements. However, only so many changes can be made to a system before it can no longer be kept up-to-date. As the contract for a Fiscal Manager to operate the MMIS was to expire on June 30, 1996, the decision was made to design and develop a new system in conjunction with letting a new contract for a Fiscal Manager. The process to accomplish this was begun in early 1995, with the RFP being issued in October 1995. The new contract for system development and operation was awarded to Consultec Inc. The new system design is similar to the previous system in that it is a legacy-type system on a mainframe with PC interface and has the same basic components or sub-systems as the old system. However, the new system incorporates many capabilities that were not possible with the old system, plus it has a Graphical User Interface that makes the system much more user friendly. Implementation of the new system is scheduled for July 1, 1997. The contract for fiscal management operation of the new system is for five years, with provisions to extend for an additional four years. The new system should improve the efficiency and effectiveness of the fiscal manager staff and the Medicaid program personnel in DPHHS.



Department of Public

Service Regulation

Mission

The Department of Public Service Regulation (the administrative arm of the Public Service Commission, a five-member, elected commission) regulates the public utilities and transportation industries. It is responsible for providing safe, reliable, and adequate services at the lowest achievable cost to the consumers, while concurrently providing the regulated industries with a fair and reasonable return on their investment for the services rendered.

Achieving Business Goals Through IT Initiatives

Business Goals	FY98-99 IT Projects

To provide simpler and faster public access to information and a more economical means of disseminating information.	Expand telecommunications capabilities to improve public access to information. These capabilities may include the use of the Internet/Intranet systems.

FY98-99 IT Project Profiles

See the table beginning on page 137 for project profiles detailing platform type, implementation schedule, emerging technologies used, new project resources and associated costs, statutory changes, and public access. Those agencies and universities that provided these details are listed alphabetically, with each followed by its project profiles.

Accomplishments

- Moved from a minicomputer-based system to a Novell network/PC-based operating environment.
- All users are working in a Windows environment.
- Established full Internet connectivity for all users.

Public Service Regulation